

# Establishing Proof of Utah Residency

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## **Introduction:**

Adult education funds, regardless of originating source, awarded to eligible programs are to be used to implement/provide a program of academic instruction below the collegiate post-secondary level for persons having demonstrated both presence and intent to reside within the state of Utah.

Note: Utah adult education services may be offered to persons whose primary residence is located in a border community not conducive to their commuting to the neighboring state's closest adult education program. These individuals are not subject to paying out-of-state tuition.

## **Purpose:**

Providing proof of residency is a Utah requirement. Proof of residency substantiates a person's entitlement to access local adult education programs funded by state and/or federal adult education funds, ensuring good stewardship of public funds by a locally funded adult education program.

## **Documents Validating Residency:**

Accepting state and/or federal adult education funds means that local programs have the responsibility to assure to the State Office of Education that all students enrolled in an adult education program have demonstrated presence and intent to reside within the state of Utah by the presentation of such documentation.

Persons accessing/participating in adult education programs must provide one of the following credentials at the time of registration at the local adult education program.

Prospective students 17 or 18 years of age and older, whose K-12 high school class has graduated, must present at least one of the following items, in their name, at the time of registration:

- Utah Driver's license
- Utah Driver's Privilege card
- Utah State ID
- Utah resident fishing or hunting license

OR

One of the following items may be used as proof of Utah residency if the date on the document is within the past twelve (12) months. If one of the following items is presented, the document must be in the person's name and include a Utah home street address (not a P.O. box) that is reported on the student's registration card at the time of initial registration in an adult education program:

- Mail received in the person's name from an established business in or outside of the state
- Utility bill or work order

- Cell/land line phone bill
- Employer's pay stub
- Written statement on an employer's letterhead defining a job commitment with the prospective student
- Current year automobile registration
- Utah state government agency form letter
- Utah library card
- Rent or mortgage payment statement
- Utah voter registration card
- Utah high school/college transcript or report card
- Tribal correspondence
- Approved or denied Free and Reduced Lunch Application from the prospective student's children's school
- Daycare or nursery school records of the prospective student's children
- K-12 registration demographic card of children enrolled in a Utah school

The following items cannot/do not establish residency:

- Mail addressed to "Occupant" or "Resident"
- Letters from friends or relatives
- Power of attorney documents
- Personal correspondence addressed to a P.O. box
- Notarized letters of "support" in lieu of acceptable proof of residency documents

Persons seeking enrollment into an adult education program from bordering states will be considered Utah students and must be able to present documents as defined above to local Utah adult education program from their state of residency. Programs that may accept "border students", per agreement with the USOE, include the districts of Washington, Kane, San Juan, Uintah, Daggett, Logan, Cache, and Tooele; the English Language Center of Logan; and the San Juan Foundation. Note: This section of the policy will be amended with more defined parameters as to how far Utah and bordering states' boundary areas extend.

### **Local Program Responsibilities:**

All programs are responsible for obtaining and maintaining proof of state residency for all adult education students who are 18 years of age whose K-12 class has graduated.

### **Dual Enrolled Students:**

Persons who are 18, or who turn 18 during their K-12 senior year, and are dual enrolled in a K-12 program and adult education program are exempt from providing residency documentation until after the student's K-12 class has graduated.

### **Out-of-School Youth:**

Out-of-school youth who are 16 and 17 whose class has not graduated must have a parent/legal guardian who is a resident of Utah present at the time of registration in an adult education program.

#### Non-resident Students:

A student who registers in a Utah adult education program as a non-resident student (Funding Code 9) and then subsequently relocates within Utah, establishing residency, will continue to be identified by the adult education program and in UTopia as an out-of-state student paying out-of-state tuition and fees equal to the closest public college, university or applied technology college until the student provides proof in the form of one of the above-listed documents substantiating Utah residency.

#### Students in Residential Facilities:

Students enrolled in a correctional facility or other state residential facilities are exempt from proving residency during the time of the residential confinement.

As of 11.01.08, all local programs will be responsible for validating Utah residency for prospective students who are 17 or 18 years of age and older whose K-12 high school class has graduated, as follows:

- The initial program in which the prospective student seeks enrollment is responsible to view and copy the original document presented by the prospective student that defines state residency.
- The date and type of document presented are to be entered on the student's demographic screen in UTopia.
- Concurrent and subsequent programs will not be required to seek verification of residency unless:
  - A notation of the student's residency is not already defined on the student's demographic screen in UTopia.
  - The student's last place of enrollment in an adult education program (as defined on the student's demographic screen in UTopia) was in a corrections education program.
- Proof of student residency is to be maintained in the student's permanent file for the managing program that initially registers the student, and shall be made available to USOE staff during program monitoring visits.
- Failure to secure and maintain residency documentation may result in program sanctions and loss of future funding.